

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

June 3, 2003

**FROM: JAMES A. FELTEN, PUBLIC HEALTH PROGRAMS ADMINISTRATOR  
DEPARTMENT OF PUBLIC HEALTH**

**SUBJECT: CONTRACTS WITH COMMUNITY-BASED ORGANIZATIONS TO PROVIDE  
HOUSING SERVICES TO PERSONS WITH HIV/AIDS**

**RECOMMENDATION:** Approve contracts with the following organizations to provide housing services to persons living with HIV/AIDS for a total amount not to exceed \$1,916,000 for the period of July 1, 2003 through June 30, 2006.

Agency	Contracted Services	Contract Amount	Contract Number
Desert AIDS Project	Housing Case Management	\$63,021	
Foothill AIDS Project	Housing Case Management, Housing Coordination, Centralized Fund Administration	\$1,523,442	
Inland AIDS Project	Housing Case Management and Home Healthcare	\$329,537	
<b>Total Amount Awarded: \$1,916,000</b>			

**BACKGROUND INFORMATION:** Approval of this item will allow these agencies to continue providing services to individuals living with HIV/AIDS. Services include: 1) determine eligibility for HOPWA services, 2) disburse payments for utility, rent or mortgage assistance on behalf of clients and issue hotel/motel vouchers to eligible clients and 3) support 24 hour continuous home care assistance and skilled nursing care.

The United States Department of Housing and Urban Development (HUD) allocates annual funding to local jurisdictions to provide housing and utilities assistance to persons living with HIV/AIDS through its Housing Opportunities for Persons with AIDS (HOPWA) program. Since 1993, the City of Riverside has been designated the grantee of HOPWA funds for Riverside and San Bernardino counties since it has the largest population of any city within the two county eligible metropolitan area (EMA). The City of Riverside contracts with the San Bernardino County Department of Public Health (Department) to administer the HOPWA funds for San Bernardino County which includes procuring services and disbursing HOPWA funds consistent with the priorities of the City of Riverside's HUD approved service plan.

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These funds are awarded to community-based organizations that serve persons living with HIV/AIDS. Funds may be used for tenant-based housing assistance, short term housing and utilities assistance, housing coordination, housing case management, home health care, acquisition and rehabilitation of existing structures and centralized fund administration.

On February 11, 2003, the Board of Supervisors approved the release of a Request for Proposals (RFP) in the total amount of \$1,916,000 to solicit proposals from community based organizations to provide housing services to persons with HIV/AIDS for a three year period beginning July 1, 2003 through June 30, 2006. Organizations were invited to submit proposals addressing any or all of the service categories previously listed and described in the RFP.

The RFP was mailed to seventeen community-based organizations and posted on the County of San Bernardino's Internet site. The RFP was also advertised in major daily newspapers in San Bernardino and Riverside Counties and smaller publications targeting minority agencies. A mandatory proposer's conference was held on February 20, 2003. Four agencies were represented. The following agencies submitted proposals: Desert AIDS Project, Foothill AIDS Project and Inland AIDS Project.

The proposals were evaluated and ranked by a three-member review team that included representatives from the Department's HIV/AIDS office, Riverside County Housing Authority and City of Riverside Development Department. Evaluations were rated on numeric scores and based on the following criteria: agency description and capability, description of local needs, and categorical services to be provided. Based on their ability to meet the needs of the County as evidenced by performance with HOPWA contracts awarded under the last procurement, all three agencies that submitted proposals were recommended for a contract to provide services

Collectively, these agencies will provide the following services: Housing Case Management, Housing Coordination, Home Health Care and Centralized Fund Administration. Foothill AIDS Project was awarded a higher grant amount than the other agencies since this agency will act as the centralized fund administrator for the HOPWA program. The centralized fund administrator acts as a bank for which all payments (approximately \$1.2 million) for housing are disbursed. One agency, Inland AIDS Project, did submit a proposal for Housing Acquisition/Rehabilitation but due to limited funding and a determination that funding will be more efficiently utilized in the other service categories, the Department will not be contracting for this service.

The Department anticipates that approval of these contracts will enable services to be provided to 218 persons (annually) living with HIV/AIDS. Contract performance will be measured by reviewing the required monthly reports and semi-annual site visits by County staff to monitor contract, fiscal, and program requirements.

**REVIEW BY OTHERS:** This item has been reviewed by the HSS Contract Compliance Designee (Lori Ciabattini, HSS Contract Administrator) on May 19, 2003; County Administrative Office (Carol Hughes, Administrative Analyst) on May 21, 2003 and County Counsel (Charles Larkin, Deputy County Counsel) on May 19, 2003.

**FINANCIAL IMPACT:** Funding for these contract services is 100% funded and fully reimbursed with HUD funds administered by the City of Riverside. Appropriations and revenue in the amounts of \$608,000 have been included in the Department of Public Health's FY 2003-2004 proposed budget. Subsequent annual amounts of \$638,000 for FY 2004-2005 and \$670,000 2005-2006

respectively will be included in the Department's proposed budgets for each of those years. There is no local County share of cost.

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**Cost Reduction Review:** The County Administrative Office has reviewed this item and recommends approval as it will impose no additional cost to the county and will provide high quality, cost effective housing and support services for individuals living with HIV/AIDS.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** James A. Felten, Public Health Programs Administrator, (909) 387-9146